



**The City of Santa Clara
California
EMPLOYMENT OPPORTUNITY**

FIRE PLAN DRAFTSPERSON #53-08-482

Open/Promotional

MONTHLY SALARY RANGE: \$ 5,073 - \$ 6,149 (Longevity Pay up to \$6,459)

QUALIFICATIONS: Applicants, at time of filing application, must possess the following qualifications:

- Age: Minimum - 18 years
- Graduation from a High School or possession of a GED.
- Two years of drafting or related work in the graphics and drafting field including program development experience and computer aided graphics experience.

Meeting the minimum qualifications does not guarantee admittance into the examination process. Only the most qualified candidates who demonstrate the best combination of qualifications in relation to the requirements and duties of the position will be invited to test.

LICENSE(S) AND OTHER REQUIREMENTS: Applicants, at time of filing application, must possess:

- Possession of a valid California Class C driver's license is required.
- A medical examination will be required prior to appointment.
- Applicants must successfully pass a City background investigation, which may include, in the discretion of the City and/or as required by law, fingerprinting, criminal records search, credit check, DMV record check, and employment verification. Any information obtained will be used to determine eligibility for employment in accordance with the law, including but not limited to restrictions regarding employer use of arrest and/or conviction information.
- Must be able to perform all of the essential functions of the job assignment.
- Works under general supervision of the Deputy Fire Chief or other supervisor as assigned.
- May assist in the training of other personnel as assigned.

DISTINGUISHING CHARACTERISTICS OR SPECIAL CONDITIONS:

This is a technical classification in the classified service responsible for performing specialized graphics work. The incumbent performs a wide variety of graphics and related tasks utilizing a combination of manual and computer skills.

APPLICATIONS:

An "on-line" Employment Application can be downloaded from the following website address:

http://santaclaraca.gov/hu_resources/hr_employ_app.html or obtained at the Human Resources Department, City Hall, 1500 Warburton Avenue, Santa Clara, California 95050, or at the City Fire Stations, the City Police Headquarters and Rivermark Police Substation, the Community Recreation Center, or the City Libraries.

Applicants with disabilities who are capable of performing the job duties of the position may request reasonable accommodation to help with the application and examination process by contacting the Human Resources Department at (408) 615-2080 or, for those who are hearing impaired, call TTY (408) 984-3042. Individuals requesting accommodation for the examination must notify Human Resources at the time of application.

FINAL FILING DATE:

Incomplete applications will not be accepted. Completed City applications must be received by the Human Resources Department, 1500 Warburton Ave., Santa Clara, CA, 95050 **no later than 5:00 p.m. Thursday, August 7, 2008.** FAX number is (408) 247-5627.

FIRE PLAN DRAFTSPERSON #53-08-482 (continued)

EXAMINATION WEIGHT/DATE: Oral Examination - 100% Week of August 18, 2008

Permanent City employees who pass the examination process will have five (5) preference points added to their final score. Candidates must attain a passing score on each phase of the examination process to qualify for the Eligible List. A department interview will be required prior to appointment.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

Standard methods, nomenclature, symbols and instruments used in drafting and graphics work; computer aided drafting techniques; standard construction methods; and environmental and safety practices, procedures and standards.

Ability to:

Interpret, prepare, and explain a wide variety of maps, drawings, diagrams, forms, charts and special projects using mechanical and computer-aided drawing and graphics techniques; collect, compile and interpret statistical material and prepare reports and studies; collect and interpret factual data from the field, business, and other sources; operate or learn to operate other computer applications and software, including computer-aided design and drafting (CADD); communicate clearly and effectively, both orally and in writing; understand and follow oral and written instructions; deal tactfully and courteously with others; establish and maintain cooperative working relationship with those contacted in the course of work, including the general public; direct, review, and evaluate the work of assigned staff and instruct staff in work procedures; work in a team-based environment and achieve common goals; effectively handle multiple priorities, organize workload, and meet strict deadlines; and walk or stand for extended periods of time and bend, stoop, reach, carry, climb, and lift as necessary to perform assigned duties.

TYPICAL DUTIES:

Each position in this classification may not include all the duties listed below, nor do the examples cover all duties that may be performed.

Draws maps and building diagrams from aerial photographs, legal descriptions and information submitted by businesses; obtains field data and translates information to maps and diagrams by symbol; traces, colors and delineates using various graphics techniques, charts, graphs, base maps, hazardous material maps, fire scene diagrams and drawings; assists in the compilation of data and implementation of special projects; designs and prepares graphs, charts, maps, sketches and other illustrated materials for preliminary and final reports; interfaces with other city departments and the general public; assists in the development and implementation of computer aided drafting program for hazardous material identification and response; designs, revises and produces necessary forms; designs and produces special graphics projects; and performs other related duties as assigned.

BENEFITS:

The City participates in the California Public Employees' Retirement System (2.7 % @ 55) integrated with Social Security. A summary of benefits for this position may be obtained online at

<http://santaclaraca.gov/pdf/benefitunits/BenefitInfo578.pdf> or from the Human Resources Department.

The information contained herein is subject to change and does not constitute either an expressed or implied contract.

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HUMAN RESOURCES DEPARTMENT
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